



HRLAD

Time and Leave Administration

Chapter 3 – Manual Leave Quota Maintenance

PA61 - Manual Leave Quota Maintenance

Military Leave



Granted at a rate of fifteen (15) working days per calendar year and valid for a two year calendar period

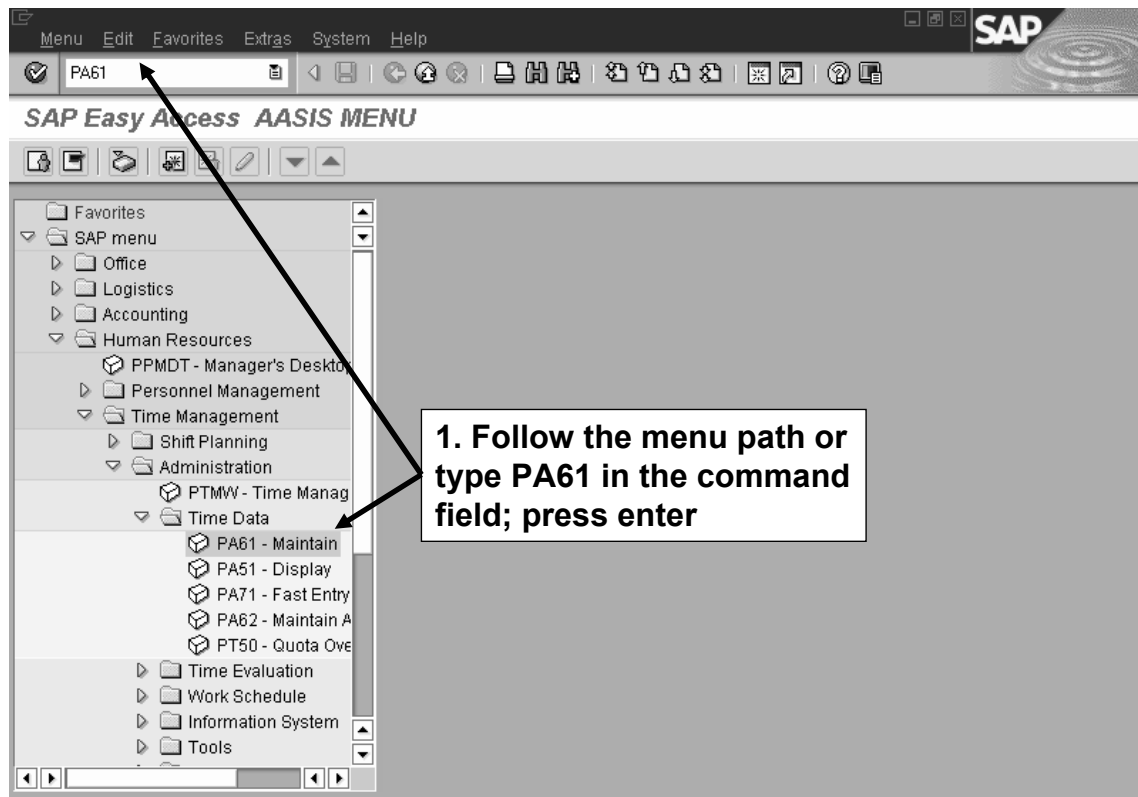
Disaster Leave



Granted at a rate of fifteen (15) working days per calendar year and valid for a one year calendar period

There are two type of Absence quotas: one is created by the system and the other is created manually. The manually created absence quotas created by Time Personnel are based on eligibility criteria available to employees who apply for special leave (military and disaster leave).

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Note: Military Leave MUST be created before it can be entered on the CATS time sheet.

Menu path:

**Human Resources > Time Management >
Administration > Time Data > Maintain**



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2. Enter a personnel number and press enter.

**3. Select the Period radio button and enter the start date for the military leave in the “Fr. Field”. In the “To field”, enter the last day of the calendar year (i.e. 12/31/xx).
Note: Remember if the effective date is after fiscal year end, the date must not be earlier than the beginning of the current fiscal year.**

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The dates entered under the Period section does not give the record its validity period; it only establishes the infotype for the current calendar year.



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Maintain Time Data

Personnel no. 61
Name Floyd Green
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications

Period
Fr. 01/01/04 To 12/31/04
☒ Period
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current year

Direct selection
Infotype 2006 STy S

4. Enter 2006 in the 'Infotype' field.

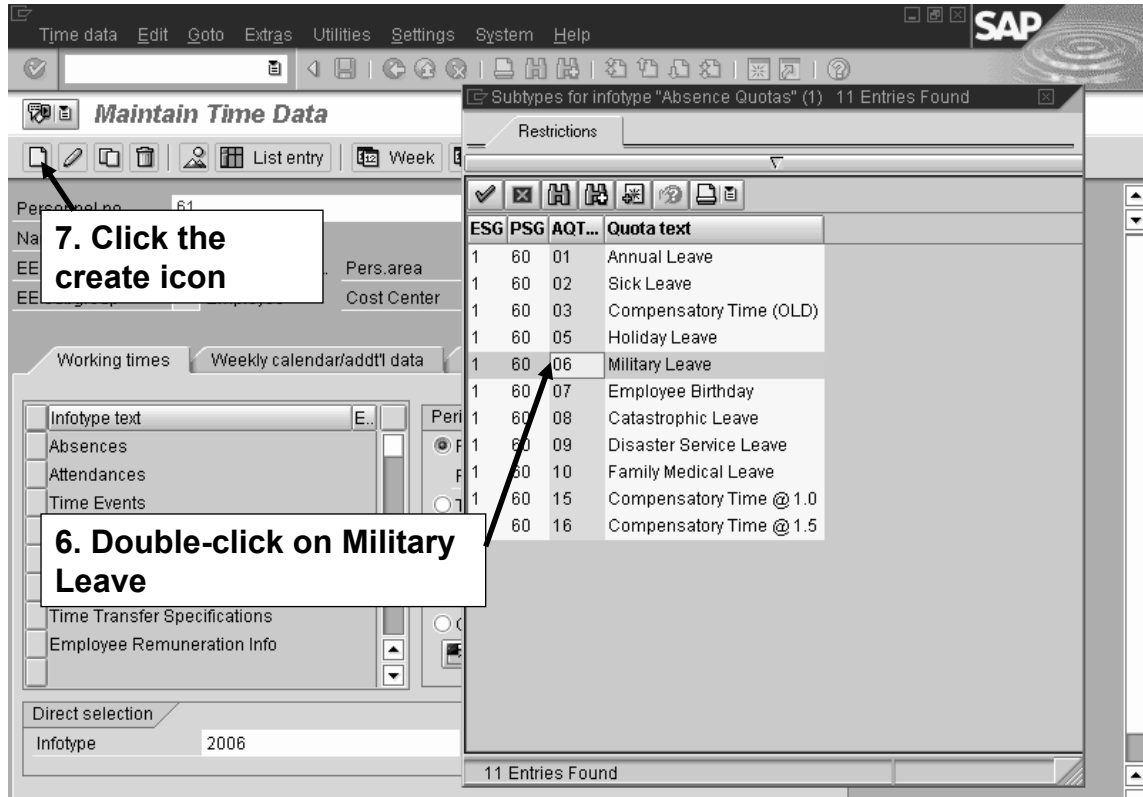
5. Enter a subtype or choose from the drop down list

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The absence quota infotype (2006) displays leave information that is available to the employee. This infotype also identifies the period that the leave is valid and may be deducted, leave that was taken and remaining leave that is available to the employee.

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7. Click the create icon

6. Double-click on Military Leave

ESG	PSG	AQT...	Quota text
1	60	01	Annual Leave
1	60	02	Sick Leave
1	60	03	Compensatory Time (OLD)
1	60	05	Holiday Leave
1	60	06	Military Leave
1	60	07	Employee Birthday
1	60	08	Catastrophic Leave
1	60	09	Disaster Service Leave
1	60	10	Family Medical Leave
1	60	15	Compensatory Time @ 1.0
1	60	16	Compensatory Time @ 1.5

11 Entries Found

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If you chose the drop down list, continue with step 6. If you entered the appropriate subtype, skip to step 7.



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Infotype Edit Goto Extras System Help

Create Absence Quotas

Personal work schedule Default values Activity allocation Cost assignment External services

Personnel No 61 Name Floyd 6... Status Active

EE group 1 Regular State Em... Personnel ar FA04

WS rule OPEN08 Open Sch... SSN 112-6

From 01/01/2004 To 12/31/2004

Note: This field is defaulted from the previous screen.

Absence quota

Category 06 Military Leave

Quota number 120 Hours

Deduction 0.00000

Deduction from

Deduction to

Neg. deduction to 0.00000

8. Enter the total number of hours

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Remember, an eligible employee is granted 15 working days per calendar year and can carry up to 15 military leave days to the succeeding year for a maximum of thirty (30) military leave days for that calendar year.



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Create Absence Quotas

Personal work schedule | Default values | Activity allocation | Cost assignment | External services

Personnel No: 61 Name: Floyd G... Status: Active
EE group: 1 Regular State Em... Personnel ar: FA04 DFA
WS rule: OPEN08 Open Sch... SSN: 112-66-0827
From: 01/01/2004 To: 12/31/2004

Absence quota

Category: 06 Military Leave
Quota number: 120 Hours
Deduction: 0.00000 Neg. deduction to: 0.00000
Deduction from: 010104
Deduction to: 123105

9. Enter the start date of the leave in the 'Deduction from' field.*
10. In the 'Deduction to' field, enter a date that is two calendar years later.*

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Note: You must enter the two year calendar period in the 'Deduction from' and the 'Deduction to' field. These fields will determine the validity of the record.

***When creating Disaster leave, enter a date in the 'Deduction from' and 'Deduction to' fields for the current calendar year. Remember any leave created after the fiscal year end must be created with an effective date after beginning of current fiscal year.**



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11. Click the green check to validate

12. Click the save icon.

Personnel No.	Name	Payroll No.	Status	Active
EE group 1	Regular State Em...	Personnel ar FA04	DFA	
WS rule OPEN08	Open Sch...	SSN 112-66-0827		
From 01/01/2004	To 12/31/2004			

Absence quota

Category	06	Military Leave
Quota number	120	Hours
Deduction	0.00000	Neg. deduction to 0.00000
Deduction from	010104	
Deduction to	123105	

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Maintain Time Data

Personnel no. 51
Name Floyd Green
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. 01/01/2004 To 12/31/2004
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Quotas STy 06 Military Leave

Record created You should receive this message

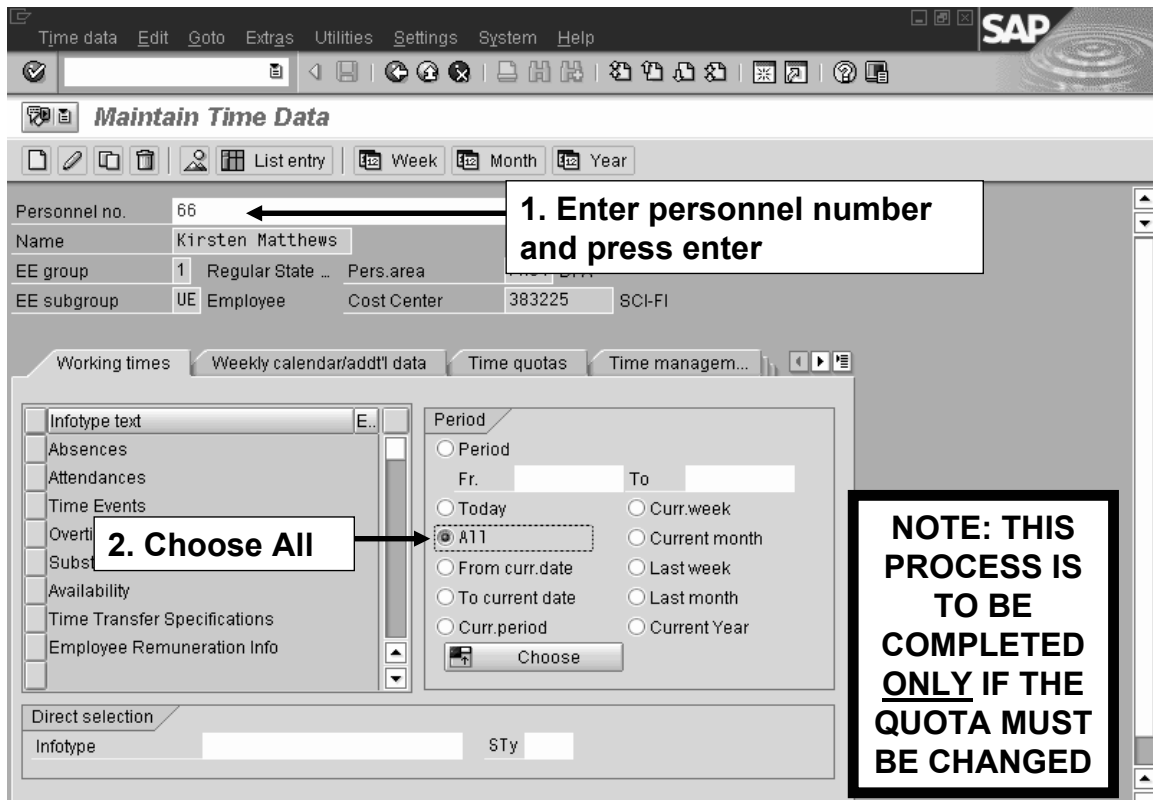
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Because military and disaster leave does not go through time evaluation, you can view this balance on PT50 – Quota overview once it has been created.

Repeat steps 1-12 to create disaster leave for an employee. Remember Disaster Leave is created with a validity period of one (1) calendar year.

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Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week Month Year

Personnel no. 66
Name Kirsten Matthews
EE group 1 Regular State ... Pers.area
EE subgroup UE Employee Cost Center 383225 SCI-FI

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...
Absences
Attendances
Time Events
Overt
Subst
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. To
Today Curr.week
A11 Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype STy

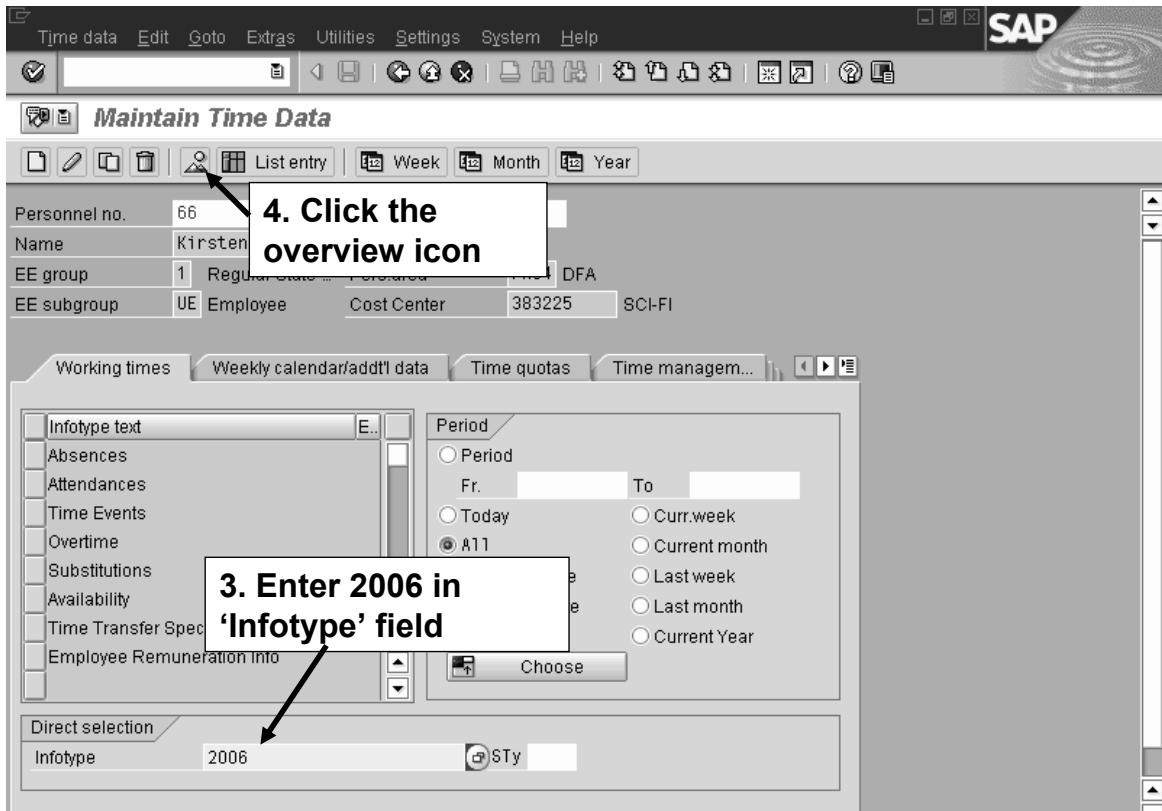
NOTE: THIS PROCESS IS TO BE COMPLETED ONLY IF THE QUOTA MUST BE CHANGED

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If military or disaster leave has to be changed, it cannot be changed through infotype 2013 – (Quota Corrections). It must be corrected on PA61 through infotype 2006 – (Absence quotas) as a change. If the change is before the current fiscal year beginning date, then you must contact OPM for instructions.

PA61 - Manual Leave Quota Maintenance



4. Click the overview icon

3. Enter 2006 in 'Infotype' field

Personnel no. 66
 Name Kirsten
 EE group 1 Regular State
 EE subgroup UE Employee Cost Center 383225 SCI-FI

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..
 Absences
 Attendances
 Time Events
 Overtime
 Substitutions
 Availability
 Time Transfer Spec
 Employee Remuneration Info

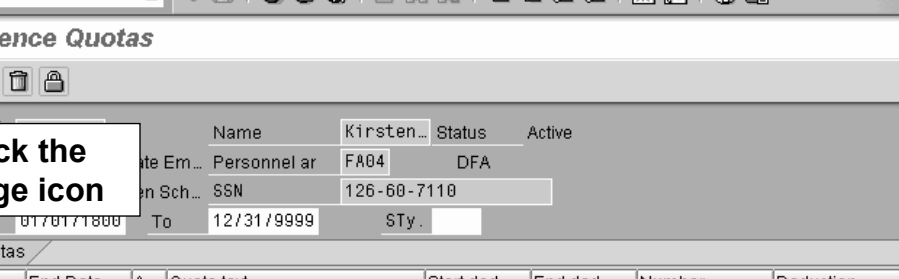
Period
☐ Period
 Fr. To
☐ Today ☐ Curr.week
☒ All ☐ Current month
☐ Last week ☐ Last month
☐ Current Year

Choose

Direct selection
 Infotype 2006 STy

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PA61 - Manual Leave Quota Maintenance



The screenshot shows the SAP 'List Absence Quotas' screen. At the top, there is a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with various icons. Below the menu, the title 'List Absence Quotas' is displayed. The main area contains a form with fields for Name (Kirsten...), Status (Active), Personnel number (FA04), DFA, SSN (126-60-7110), and dates (01/01/1800 to 12/31/9999). Below the form is a table titled 'Absence Quotas' with columns: Start date, End Date, A., Quota text, Start ded., End ded., Number, Deduction, From, and T. The table contains four rows of data. Two callout boxes with arrows point to specific elements: one points to the 'change' icon (a pencil) in the toolbar, and the other points to the row for '08/18/2003' under 'Military Leave' in the table.

6. Click the change icon


Start date	End Date	A.	Quota text	Start ded.	End ded.	Number	Deduction	From	T
09/01/2003	12/31/9999	05	Holiday Leave	09/01/2003	12/31/9999	8.00000	0.00000		
08/18/2003	12/31/9999	01	Annual Leave	08/18/2003	12/31/9999	16.00000	16.00000		
08/18/2003	12/31/9999	02	Sick Leave	08/18/2003	12/31/9999	16.00000	8.00000		
08/18/2003	12/31/2003	06	Military Leave	08/18/2003	12/31/2004	120.00000	80.00000		

5. Click to highlight the military quota that is to be changed

Entry 1 of 4

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To make corrections to the quota you originally created, you must select the change icon  and correct the quota number.



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Change Absence Quotas

Personnel No: 66 Name: Kirs
EE group: 1 Regular State Em... Personnel ar: FA04
WS rule: OPEN08 Open Sch... SSN: 126-
From: 08/18/2003 To: 12/31/2003 Chg.

Absence quota

Category: 06 Military Leave
Quota number: 120.00000 Hours
Deduction: 80.00000
Deduction from: 08/18/2003
Deduction to: 12/31/2004

THIS IS OPTIONAL

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You can make a hardcopy of this screen before and after changes are made to place in employee's file for auditing purposes.

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8. Click to validate

7. Change the quota number. Make sure the quota number is not less than the deduction

Personnel No	66	Name	Kirsten...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA04	DFA
WVS rule	OPEN08	Open Sch...	SSN	126-60-7110	
From	08/18/2003	To	12/31/2003	Chg.	02/11/2004 DMHILL02

Absence quota	
Category	06 Military Leave
Quota number	80 hours
Deduction	80.00000
Deduction from	08/18/2003
Deduction to	12/31/2004

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The hours in the 'Deduction' field is the number of hours the employee has used from this quota. The number of hours that you change in the Quota number field will be subtracted from the number of hours in the deduction field leaving a military balance.

(For example, If the balance for Military Leave is zero hours, you will need to change the Quota number field to equal the hours in the Deduction field).



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SAP

Infotype Edit Goto Extras System Help

Change Absence Quotas

Personal work schedule Default values Activity allocation Cost assignment External services

Personnel No 66 Name Kirsten... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

WS rule OPEN08 Open Sch... SSN 126-60-7110

From 08/18/2003 To 12/31/2003 Chg. 02/11/2004 DMHILL02

Absence quota

Category 06 Military Leave

Quota number 80.00000 Hours

Deduction 80.00000 Neg. deduction to 0.00000

Deduction from 08/18/2003

Deduction to 12/31/2004

9. Click F9 on your keyboard

THIS IS OPTIONAL

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If you would like to add notes to the screen before saving, you can click F9- Maintain text.

If you choose not to use this feature, skip to step 12.



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Table Edit Goto Utilities System Help

SAP

Text

11. Click save

Employee was honorably discharged on 10/15/03 and not eligible for remaining military leave.

Diane Hill|

10. Type desired message here

* Li 5, Co 11 Ln 1 - Ln 18 of 18 lines

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Change Absence Quotas

Personal work sche... ation Cost assignment External services

Personnel No	66	Name	Kirsten...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA04	DFA
WS rule	OPEN08	Open Sch...	SSN	126-68-7118	
From	08/18/2003	To	12/31/2003	Chg.	02/11/2004 DMHILL02

Absence quota

Category	06	Military Leave
Quota number	80.00000	Hours
Deduction	80.00000	Neg. deduction to 0.00000
Deduction from	08/18/2003	
Deduction to	12/31/2004	

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The Maintain text icon will appear on your screen to indicate that there is additional information concerning this infotype.



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Infotype Edit Goto Extras System Help **SAP**

List Absence Quotas

13. Click the green arrow back button

Personnel No 66 Name Kirsten... Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
WS rule OPEN08 Open Sch... SSN 126-60-7110
Choose 01/01/1800 To 12/31/9999 STy.

Absence Quotas

	Start date	End Date	A...	Quota text	Start ded.	End ded.	Number	Deduction	From	T
	09/01/2003	12/31/9999	05	Holiday Leave	09/01/2003	12/31/9999	8.00000	0.00000		
	08/18/2003	12/31/9999	01	Annual Leave	08/18/2003	12/31/9999	16.00000	16.00000		
	08/18/2003	12/31/9999	02	Sick Leave	08/18/2003	12/31/9999	16.00000	8.00000		
	08/18/2003	12/31/2003	06	Military Leave	08/18/2003	12/31/2004	80.00000	80.00000	00:00	

Entry 1 of 4

Record changed You will receive this message

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Notice that the hours has changed on the Military quota. Because this quota does not go through time evaluation, you can view the update on PT50 – Quota overview.